

# TASK ORDER APPROVAL FORM

CONTRACT #: C18-2677-WS

TASK ORDER #: 14 REVISION-1

TASK ORDER AMOUNT: ~~\$167,500~~ \$176,500

CONTRACT: C18-2677-WS  
POLY, INC.  
MASTER SERVICE AGREEMENT  
ENGINEERING CONSULTANT SVS  
EXPIRES: 09/30/2022

OFFERED BY CONSULTANT:

Poly, Inc.

FIRM'S NAME

Bruce Bradley, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

President

08/30/2022

TITLE

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual) Table 1**

Jeff Littrell

Digitally signed by Jeff Littrell  
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer  
System, ou=Okaloosa County BCC,  
email=jeff@okaloosa.com, c=US  
Date: 2022.09.28 11:58:13 -0500

SIGNATURE

Director

TITLE

9/28/22

DATE

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde  
Date: 2022.09.28 13:00:43 -0500

PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

## TASK ORDER 14 (REVISION-1)

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED FEBRUARY 6, 2018, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND POLY, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### Scope of Basic Services to Provide Professional Engineering Design and Construction Management Services for the Okaloosa Island Booster Station Improvements

#### Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering design, permitting, bid phase and construction phase services for the Okaloosa Island Booster Station Improvements Project (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY). The activities that are included are described in "Article B. Scope of Services."

#### Article B. Scope of Services:

The Scope of Services that CONSULTANT agrees to furnish include, but are not limited to, preparation of studies, reports, fieldwork, and professional engineering design services to construct a new wastewater pumping station and to prepare contract documents for construction, permitting assistance and bid/construction phase services for the construction of the PROJECT. The engineering and technical services that may be authorized in this task order by the COUNTY's Representative include, but are not limited to the following:

1. Engineering Design Phase Services
2. Permitting Phase Services
3. Bid Phase Services
4. Construction Phase Services

Specific Work Tasks that may be authorized by the COUNTY's Representative are presented below:

#### Work Task 1. Engineering Design Phase Services

##### 1.1 Design Phase Services

- 1.1.1 CONSULTANT shall utilize field surveys, wetland delineations, and topographic data furnished by COUNTY for the design of the PROJECT.
- 1.1.2 CONSULTANT shall evaluate desired flow rates and conditions and recommend pumping rates to meet the current and anticipated demands while maintaining adequate pressures on the suction side piping network. This shall include basic hydraulic modeling and analyzing data provided by the COUNTY.
- 1.1.3 As authorized by the COUNTY's Representative, CONSULTANT shall contract with a licensed geotechnical engineering firm to perform a geotechnical investigation of the proposed site. The intent

of the investigation shall be to establish the information and data necessary to design the various structures that are included in the PROJECT. CONSULTANT shall incorporate information, recommendations, and conclusions from the geotechnical engineering consultant into the final design of the PROJECT.

- 1.1.4 CONSULTANT shall develop detailed design drawings depicting existing site conditions, proposed booster pump station with bypass piping, variable frequency drives (ramp up/down only), re-chlorination system, generator, flow meter, concrete driveway, electrical, architectural, structural, pipeline alignments, connections to existing utilities, conduit/pull boxes for the relocation of COUNTY's fiber optic cables, locations of valves, fittings, and other appurtenances for a complete booster pump station replacement.
- 1.1.5 CONSULTANT shall develop technical specifications and verify dimensions for the replacement of two non-functioning altitude valves at the El Matador and East Island Tanks. This sub-task does not include the design of a new altitude valve system, but only incorporating the replacement of the existing altitude valves with their modern-day equivalents into the bid documents.
- 1.1.6 CONSULTANT shall prepare technical specifications in general conformance with the Construction Specifications Institute.
- 1.1.7 CONSULTANT shall review with COUNTY at specified intervals representing 30%, 60%, 90%, and 100% final drawings (after permitting; released for construction). Technical Specifications shall be submitted at 60% and subsequent reviews. Contract Documents shall be submitted at 90% and subsequent reviews.
- 1.1.8 CONSULTANT shall prepare an opinion of probable cost for COUNTY's review and with detail consistent with each review submittal. The estimates of project costs provided by the CONSULTANT will be made based on information available to the CONSULTANT and CONSULTANT'S experience. Since CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, the Proposers' methods of determining prices, competitive bidding and market conditions, and future economic and unforeseen conditions, there will be no guarantee or warranty that future costs will not vary from estimates and projections.
- 1.1.9 CONSULTANT shall submit Final Construction Ready plans and specifications to COUNTY for final construction and procurement.
- 1.1.10 CONSULTANT shall incorporate additional raw survey data provided by OWNER into the project survey drawing and design an alternate pipeline installation option for the alley between 102 Santa Rosa Blvd. and 104 Santa Rosa Blvd. utilizing HDPE piping installed via horizontal directional drilling (HDD) and shall prepare and provide alternate plan and profile sheets showing the bore and the modified tie-ins to the pipelines on each end of the bore.
- 1.1.11 CONSULTANT shall perform a computerized hydraulic analysis to select the appropriate pipe size and wall thickness.
- 1.1.12 CONSULTANT shall meet onsite with the OWNER'S HDD Contractor to verify the installation details and coordinate bore profile planning.
- 1.1.13 CONSULTANT shall assist OWNER with determining the area required for a permanent and temporary construction easement required for bore installation.

## **Work Task 2. Permitting Phase Services**

### **2.1 Permitting and Interagency Coordination**

- 2.1.1 CONSULTANT shall prepare necessary permit applications for approval by the Florida Department of Environmental Protection (FDEP) and local County permitting agencies. All permit fees shall be paid for by COUNTY.

- 2.1.2 CONSULTANT shall coordinate with said agencies and respond to any requests for additional information, to obtain all necessary permits.
- 2.1.3 CONSULTANT shall submit signed and sealed electrical and structural plans and specifications to the Okaloosa County Growth Management Department on behalf of the COUNTY for the execution of required permits. The COUNTY will pay directly for all associated fees.

### **Work Task 3. Bid Phase Services**

#### **3.1 Bid Documents**

- 3.1.1 CONSULTANT shall prepare standard contract documents using CONSULTANT's standard EJCDC format documents and inclusive of any COUNTY required documents.
- 3.1.2 CONSULTANT shall submit Bid Phase documents for COUNTY's review to include but not limited to Purchasing, Risk Management, and Legal. CONSULTANT shall incorporate comments received from these departments.
- 3.1.3 CONSULTANT shall assist COUNTY's Purchasing Department with the Bid Process. Assistance shall generally consist of:
  - 3.1.3.1 Answering any RFI's from plan holders that arise during the bid process.
  - 3.1.3.2 Conducting a Pre-Bid meeting and making notes from that meeting.
  - 3.1.3.3 Attending the public bid opening if requested.
  - 3.1.3.4 Reviewing all bids received to determine if they are responsive and responsible.
  - 3.1.3.5 Conduct any necessary investigations of the successful bidder if they have not previously performed work for the COUNTY.
  - 3.1.3.6 Prepare a tabulation of bids received and Recommendation of Award to submit to COUNTY for approval.
  - 3.1.3.7 Prepare contract documents for execution by the successful bidder and the COUNTY. CONSULTANT will submit to COUNTY's Purchasing Department for review by Purchasing, Risk Management, and Legal, and incorporate any comments received from these departments.

### **Work Task 4. Construction Phase Services**

CONSULTANT shall serve as COUNTY's Representative for the PROJECT and shall serve as the COUNTY's representative at meetings, workshops, site visits, and other necessary functions of the PROJECT. Specifically, the CONSULTANT shall perform the following services:

#### **4.1 Services During Construction.**

CONSULTANT shall perform overall services during construction for the construction phases of the PROJECT. Specific services that shall be provided include:

- 4.1.1 Attend pre-construction conference and attend other meetings with representatives of the COUNTY, Suppliers, Contractors, and other appropriate parties when requested for consultation or conference about the construction activities of the projects.
- 4.1.2 Regular on-site construction observation by Project Representative averaging 16 to 18 hours/week\*.
- 4.1.3 Witnessing critical inspection points such as compaction testing\*\*, rebar inspections, concrete pours, pressure testing, major component installation, performance testing, startup, and final inspection.
- 4.1.4 Consult and advise COUNTY during construction and provide or coordinate technical interpretations of the drawings and specifications.

- 4.1.5 Evaluate and coordinate Contractor requested deviations from the approved design or specifications of the project and submit a recommendation to the COUNTY, and otherwise advise the COUNTY in the evaluation of the cost of necessary Contract change orders related to the projects.
- 4.1.6 Coordinate with the COUNTY the review of shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data. The CONSULTANT shall review and shall coordinate the review of this data for general conformance with the design concepts of the project and general compliance with the information given in the drawings, specifications, and any addenda. The CONSULTANT shall have approval authority over this information.
- 4.1.7 Periodic visits by Engineer to the site of the project to observe the progress of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents and Permits.
- 4.1.8 Prepare digital RECORD DRAWINGS from as-built drawings prepared by CONTRACTOR and other maps, plans and survey data as available from the OWNER.
- 4.1.9 Make a final review of the construction and RECORD DRAWINGS to determine, in general, if the work has been completed in conformance with the plans and specifications.
- 4.1.10 Assist the COUNTY in performance testing and starting up installed equipment.
- 4.1.11 Prepare and submit permit closeout/clearance documents.

\* This is not intended to be a full-time inspection contract. As such, CONSULTANT will not bear responsibility for work items found to be deficient during the absence of an on-site project representative.

\*\*Costs for any geotechnical services, including compaction and concrete testing, to be borne by the CONTRACTOR.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, COUNTY shall pay CONSULTANT in accordance with Section 7 of the February 6, 2018, Agreement. The budget ceiling for this Task Order is ~~\$167,500.00~~ \$176,500.00. A breakdown of the budget ceilings for this Task Order is presented in Table C-1 below:

**TABLE C-1 – BREAKDOWN OF BUDGET CEILING**

| Table C-1 Breakdown of Budget Ceiling                    |                        |                     |
|--|------------------------|---------------------|
| Work Task Description                                    | Work Task Cost Ceiling | Compensation Method |
| 1. Engineering Design Phase Services (Including Geotech) | \$ 121,500             | Lump Sum            |
| 2. Permitting Phase Services                             | \$ 7,500               | Lump Sum            |
| 3. Bid Phase Services                                    | \$ 10,000              | Lump Sum            |
| 4. Construction Phase Services                           | \$ 37,500              | Time & Materials    |
| <b>TOTAL BUDGET CEILING</b>                              | <b>\$ 176,500</b>      |                     |

**CONSULTANT will keep COUNTY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is COUNTY obligated to pay CONSULTANT beyond these limits.**

**Article D. Period of Service:**


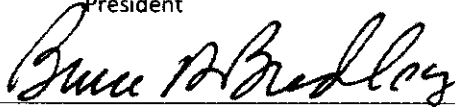
The schedule for the Project within this Task Order is as follows:

Authorization to Proceed  
 Termination of Task Order

Upon Execution  
 September 30, 2022

**Article E. Authorized Representatives:**

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

| For COUNTY   | For CONSULTANT   |
|--|--|
| <b>Name:</b> Jeff Littrell<br>Director<br><br> Digitally signed by Jeff Littrell<br>DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer System, ou=Okaloosa County SCC, email=littre@myokaloosa.com, c=US<br>Date: 2022.09.28 11:57:49 -0500<br>9/28/22<br>signature date | <b>Name:</b> Bruce Bradley, P.E.<br>President<br><br><br>8/30/2022<br>date |
| <b>Address:</b> 1804 Lewis Turner Blvd., Suite 300<br>Fort Walton Beach, FL 32547  | <b>Address:</b> P.O. Box 841<br>Shalimar, FL 32579   |
| <b>Telephone:</b> (850) 651-7172   | <b>Telephone:</b> (850) 609-1100   |

\*\*\*\*\* End \*\*\*\*\*